

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"Honoring California's Veterans"**Classification:** Associate Property Agent (\$4255-\$5172)**Will also consider:**

Assistant Property Agent (\$3538-\$4300)

Junior Property Agent (\$2724-\$3156)

Permanent – Full Time**Location:**

Department of Veterans Affairs

Farm and Home Purchases Division – San Diego District Office

3160 Camino Del Rio S, Suite 112

San Diego, CA 92108

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities:**(Duties will be commensurate upon classification selected)**

Perform duties relative to initial processing for CalVet Loans such as, Construction, Rehabilitation, Home Improvement, and Farm Loan. Tasks include but are not limited to:

- Analyze and determine military, credit and income eligibility and enter data in MITAS Program.
- Generate loan status letters, prepare loan application transmittal to escrow, and process prequalification requests.
- Market the CalVet Loan Program to veterans and real estate professionals.
- Communicate effectively with the public/customers, other Agencies, and staff within the Department (in a team environment) in both written and verbal form.
- Disseminate information to the public and real estate professional regarding Department policies, procedures, contracts, statutes and regulations.
- Utilize the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for analyzing accounts (MITAS), inputting data, preparing spreadsheets/reports, and performing research in the performance of Loan Processing functions (or as needed by the Division).
- Provide field contact as needed and at times that may be outside of normal working hours, to conduct occupancy checks, and field visits to communicate with contract holders.
- Attend community events or industry meetings on behalf of the Program for marketing, training or informational purposes (may include public speaking).
- Maintain a work schedule of Monday thru Friday, 8:00 a.m. to 5:00 p.m.

How to Apply:

Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs

1227 "O" Street, Room 402

Sacramento, CA 95814

Attention: Juanita Rios, Ref: M80 #161 06/07

Inquires:

Voice: (916) 653-1984

TDD: (916) 653-1966

In Line #12 on the State Application, you must reference M80 #161 06/07, and clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

BRD RELEASED: 6.28.07

Position # 831-307-5096-006